

GENERAL INSTRUCTIONS FOR COMPLETING THE DS-4168 DAYS AND CLOCK HOURS OF PUPIL INSTRUCTION REPORT

A district that operated on a **district wide** calendar in 2003-04 (that is, all of the buildings within the district were in session on the same calendar days in 2003-04) should complete Part IA for the entire district. A district that had buildings that operated on separate **building calendars** in 2003-04 (that is, the days of operation varied from building to building within the district) should complete Part IA for each building. A district that had **clusters of buildings** that operated on the same calendar but varied from the calendar for other buildings in 2003-04 should complete Part IA for each cluster of buildings.

Part IB should be completed for each range of grades with hours varying from the rest. Part IB should account for: each calendar day, from the original school calendar, that the entire day of pupil instruction was canceled as reported in column A3; each calendar day that pupil instruction was rescheduled as a make-up day as reported in column A4; all hours of pupil instruction, from the original school calendar, that were canceled as reported in column A7; and, each hour of pupil instruction that was rescheduled as make-up time as reported in column A8. The total number of **entire** days that pupil instruction was canceled as reported in Part IB column B2 must equal the number of days canceled as reported in Part IA column A3. The total number of hours that pupil instruction was canceled as reported in Part IB column A3 must equal the number of hours reported in Part IA column A7.

PART I: 2003-2004 REPORT OF DAYS AND CLOCK HOURS OF PUPIL INSTRUCTION

Part IA – (Page 2)

In Section A, information is collected on the details of the original calendar and changes experienced throughout the school year. Complete the district information, on Part IA, by supplying the following: the district name if doing a district wide report, the building name if doing a building report, or the names of each building for the cluster of buildings if doing the report for a cluster of buildings; enter the district code number; report the district's central office address and telephone number. Make as many copies of Part IA as is needed.

Check the "YES" box if this is a district wide report. If this is a building or cluster of buildings report, check "NO" and report the number of FTE reported on the fall pupil count date for this building or cluster of buildings.

Column A1 – RANGE OF GRADES – A range of grades is an indication of those grade levels for whom the district / building scheduled the same number of days and the same number of hours of pupil instruction. *Examples* of RANGE OF GRADES are:
Kindergarten, grades 1-5, grades 6-8, grades 9-12, alternative education
or
A.M. Kindergarten, P.M. Kindergarten, grades 1-3, grades 4-6, grades 7-12.
DO NOT INCLUDE KINDERGARTEN WITH OTHER GRADES.

Columns A2 through A5 collects information on DAYS OF PUPIL INSTRUCTION. Days refer to calendar days and are always reported in whole numbers. Any day on which pupils and teachers are

present and instruction has taken place counts as one (1) day regardless of the number of hours of instruction provided on that day. For each grade or range of grades...

Column A2, enter the number of **days** of pupil instruction on the **original calendar**.

Column A3, enter the number of **days** on which **the entire scheduled day of pupil instruction** was canceled.

Column A4, enter the number of **days** from Column A3 that were **rescheduled**. (Do not include scheduled half days that were extended to full days.)

Column A5, enter the total number of **days** on which classes were provided. This number is equal to:
 $\text{Column A2} - \text{A3} + \text{A4} = \text{A5}$.

EXAMPLE. An elementary building's original calendar was made up of 186 days of pupil instruction (Column A2). Eight (8) days of pupil instruction were canceled (Column A3) and four (4) days were rescheduled (Column A4). The district would show a total of 182 days of pupil instruction for this elementary building (Column A5):

A1	A2	A3	A4	A5
Grades 1-5	186	8	4	182
	$186 - 8 + 4 = 182$.			

Columns A6 through A11 collects information on HOURS OF PUPIL INSTRUCTION. These numbers can be recorded to the first decimal place. Hours are actually recorded as hours plus minutes and then converted to hours; for example, six hours and 20 minutes is converted to $[(6 \text{ hours} \times 60 \text{ minutes}) + 20 \text{ minutes}] / 60 \text{ minutes} = 6.3 \text{ hours}$. For each grade or range of grades...

Column A6, enter the number of **hours** of pupil instruction on the **original calendar**. *DO NOT INCLUDE TEACHER PROFESSIONAL DEVELOPMENT HOURS IN THIS COLUMN.*

Column A7, enter the number of **hours** of pupil instruction that were **canceled**. These include the hours from entire scheduled days that were canceled as well as hours canceled due to late starts or early releases.

EXAMPLE. Two 6.5-hour days were canceled; in addition, there was a two-hour fog delay on one (1) day, and pupils were released one (1) hour early on another day. The hours reported in Column A7 would be:

$$(2 \text{ days} \times 6.5 \text{ hours}) + 2 \text{ hours} + 1 \text{ hour} = 16 \text{ hours}.$$

Column A8, enter the number of **hours** from Column A7 that were **rescheduled**. These could be hours for an entire day when a canceled full-day is rescheduled, and/or the hours rescheduled by extending the school day by a few minutes each day, and/or hours rescheduled by replacing a half-day with a full-day of school.

Column A9, enter the number of **hours** from Column A7 that meet the criteria of State School Aid Act

Section 101(4), that is, instruction was “*¼not provided because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county, or state health authorities ¼*” Not more than thirty (30) hours may be counted in this column.

Column A10, enter the number of **Teacher Professional Development hours** provided to all of the teachers in the grade or range of grades specified in Column A1. This number **cannot exceed 51 hours**. NOTE: These are hours in addition to the pupil instructional hours identified in previous columns. If the teacher professional development was not provided to all of the teachers as a group, the number recorded must be equal to the minimum number of hours provided to teachers in the group.

EXAMPLE. Teachers in a middle school were provided 14 hours of professional development as an entire group, 10 hours of professional development in curriculum groups and a range of 6 to 20 hours of professional development individually. For this group, the number entered would be:

$$14 + 10 + 6 = 30 \text{ hours.}$$

Thirty is the number of hours received by **all** teachers in the group.

Column A11, enter the total number of HOURS of instruction provided or “forgiven” pursuant to Section 101(4). This number is equal to: $\text{Column A6} - \text{A7} + \text{A8} + \text{A9} + \text{A10} = \text{A11}$.

EXAMPLE. A high school building had an original calendar of 1,100 pupil instructional hours (Column A6). The building had five (5) full days of pupil instruction that were canceled. Each full day consists of six and a half hours for a total of thirty-two and a half (32.5) hours. This high school also had four (4) two-hour fog delays for a total of 40.5 hours shown in Column A7. The district rescheduled six (6) hours by converting two (2) half-day sessions to full-day sessions (Column A8). In addition, all hours in the five (5) canceled days as well as the fog delays meet the criteria of Section 101(4) for “forgiven” hours; however, only thirty (30) hours may be counted as “forgiven” hours (Column A9). The teachers in the building were provided 10 hours of professional development outside of regularly scheduled classroom instruction time (Column A10).

A1	A6	A7	A8	A9	A10	A11
Grades 9-12...	1,100	40.5	6	30	10	1,106.5

$$1,100 - 40.5 + 6 + 30 + 10 = 1,106.5 \text{ hours.}$$

SECTION B – (Page 3)

In Section B, information is collected on scheduled calendar days and scheduled hours of pupil instruction that were canceled. This information is used to assess compatibility with the Section 101(4) criteria for “forgiven” hours. Complete a Section B for each range of grades or cluster of buildings that share the same day and hour schedule. Enter one line of data for **each date** on which **scheduled pupil instruction** was canceled, delayed, or released early.

Column B1, enter the date on which there was a cancellation, unscheduled delay, or unscheduled early

release.

Column B2, enter “entire day was canceled”, “the start of school day delayed” or “students released early”. Do not include originally scheduled delays or early releases. Only include days that were changed due to weather or events that caused a change. State the reason scheduled instruction was canceled- snow, fog, power outage, flu epidemic, etc..

Column B3, enter the number of hours of instruction that were canceled on that date.

Column B4, enter the date or dates on which instruction was rescheduled. If the hours lost were rescheduled over a period of days (e.g., extension of the school day by 10 minutes per day for eight weeks to make up the hours lost from one canceled day), enter the range of dates. If the days on which time was rescheduled were not consecutive, enter the word “varied”. If instruction was not rescheduled, leave the column blank.

Column B5, enter the total number of hours that were rescheduled. If instruction was not rescheduled, leave the column blank.

The total number of days canceled reported in column A3 (page 2) should equal the number of days in column B2 (page 3) as “Entire day canceled”.

The total number of hours canceled reported in column A7 (page 2) should equal the total hours reported in column B3 (page 3).

The total number of hours rescheduled reported in column A8 (page 2) should equal the total number of hours reported in column B5 (page 3).

CERTIFICATION: The district superintendent or other authorized official must date and sign the form. Provide the name of a contact person and the telephone number for that person.

PART II: 2003-2004 REPORT OF DAYS PUPIL INSTRUCTION FELL BELOW 75% ATTENDANCE

Part II (Page 4)- The 75% pupil attendance requirement is measured by comparing the actual number of pupils in attendance as compared to the actual number of pupils scheduled to be in attendance on any given day. Part II must be completed for each day of pupil instruction that pupil attendance fell below the 75% pupil attendance requirement during the 2003-04 school year. Follow the four-step instructions to complete Part II on this page. Check the not applicable box (☐) if your district did not have any day for which pupil attendance fell below the 75% attendance requirement.

CERTIFICATION: The district superintendent or other authorized official must date and sign the form. Provide the name of a contact person and the telephone number for that person.